



# **THREE-POINT CHECKLIST**

## **FOR THE BUILDING PERMIT APPLICATION**

### **1. APPROVED BUILDING PERMIT APPLICATION**

- A. **CORRECT ADDRESS** - Verify an address through the public access computer terminal in the counter lobby area OR seek assistance of customer service counter personnel. In some cases, a “certified address” must be obtained from the Engineering and Construction Division. Refer to Address Request for New Construction (form #B-13). The applicant must know the specific address range and/or the specific unit space number where the work is to be performed.
- B. **PROPERTY OWNER OF RECORD and ADDRESS INFORMATION OF THE OWNER OF RECORD**  
(Exception: Owner information is NOT necessary for mechanical permits if the 15-digit building permit number is provided on the permit application.)
- C. **TAX DISTRICT / PARCEL NUMBER** – Verify through the Franklin County Auditor’s office at 462-4663 or visit their website at [www.co.franklin.oh.us/auditor](http://www.co.franklin.oh.us/auditor).
- D. **COMPLETE APPLICATION** – Make certain that all pertinent information is supplied. (See also, form #B-16.)

### **2. APPROVED ZONING ADEQUACY**

#### **COMMERCIAL PERMIT REQUESTS (All building permits, except 1, 2, and 3-family residential):**

- A. Three (3) copies of professionally-sealed building plans, including all structural, architectural, mechanical, and electrical aspects of the building, with sealed site plans attached AND fifteen (15) sealed, loose site plans.
- B. One (1) current, original “E” size plot map with all data layers with the subject site highlighted.
- C. Copy of rezoning “limitation text” printed on site plan if applicable.
- D. Copy of lot split/combination documentation, if applicable.
- E. Copy of “recorded easements” and affidavits, if applicable.
- F. Copy of “Certificate of Appropriateness” and any variance results, if applicable.

#### **RESIDENTIAL PERMIT REQUESTS (1, 2, and 3-family residential):**

- A. Two (2) copies of building plans with site plans attached.
- B. Copy of lot split/combination documentation, if applicable.
- C. Copy of “recorded easements” and affidavits, if applicable.
- D. Copy of “Certificate of Appropriateness” and any variance results, if applicable.

### **3. APPROVED BUILDING ADEQUACY**

A brief adequacy review will be conducted to see if there is sufficient data to allow a complete building code review.

#### **COMMERCIAL PERMIT REQUESTS (All building permits, except 1, 2, and 3-family residential):**

- A. Refer to “A” in #2 COMMERCIAL PERMIT REQUESTS. Note that all drawings must bear the seal of the registered design professional.
- B. If requesting a removal start, two (2) additional sets of Demolition Plans, professionally-sealed drawings with sealed site plans are required, as well as completed Removal Start Application forms.
- C. If specifications are submitted in a separate booklet, one (1) copy is required and the title page must be sealed by a registered design professional.

#### **RESIDENTIAL PERMIT REQUESTS (1, 2, and 3-family residential):**

- A. Refer to “A” in #2 RESIDENTIAL PERMIT REQUESTS. Note that foundation drawings and truss drawings must bear the seal of a registered design professional.